

**Town Meeting Coordinating Committee Minutes**  
**October 11, 2007**

1. **Meeting** was held in the Town Room of Town Hall at 4:00 p.m. Members present: Judy Simpson, Harry Brooks, Otto Stein, Peggy Roberts, Stephanie O'Keefe, and Carol Gray (who arrived 20 minutes late). Absent: Phil Jackson.

**2. Minutes of September 27:**

The following changes were made to the minutes: 1<sup>st</sup> paragraph: "affects" not "effects"; paragraph 3: "fist packet" should be "first packet"; A-B-C not A-B-B; in C, "whether he would be presenting (cross out second "he"); Next item should be "D", not "C" per above; Peggy announced the warrant review "would begin" at 7:30pm, not "for" 7:30pm; Stephanie said she already "has" sent out; "website" should be 2 words; capital W, not S. Judy on page 4, the last line in the second paragraph, put a comma after the word "living list".

There was a discussion about how much discussion detail should be included in minutes. Judy would like to standardize the format. Otto preferred not to have such extensive minutes on the web, noting so much detail is unnecessary. Peggy spoke for including short summaries of meeting discussion. Carol said detailed minutes make people more accountable. Peggy said she hasn't seen public meetings with such lengthy minutes. Harry said the Select Board used to do almost verbatim minutes but then the staff person who did these minutes was no longer available to do the minutes. Otto recommended including topics and votes, not individual comments. Carol said some committee meetings are taped, but TMCC isn't, so this is the closest we can get to keeping the public informed. She liked to see the tenor of the meeting, what positions people took, what topics were controversial, etc. Harry asked whether we should try to be in the Town Room and be taped on ACTV. Some said TMCC wouldn't be interesting enough. Stephanie said we shouldn't replace any of the existing programming. Carol said if it were taped, that shouldn't be instead of minutes. Peggy said now that many more meetings are being broadcast, the fuller schedule has made it hard to catch the calendar screens, but that was probably more of a personal concern than TMCC related.

Peggy added that we adjourned at 5:30 p.m. since that wasn't included in the original minutes. Stephanie moved, Harry seconded, that we accept the minutes as amended. All voted in favor.

Harry went to check on when the warrant would be signed. He returned and announced it would be signed 10/15, in time for the 10/17 mailing.

Harry said the Town Manager is scheduled to meet with us next week.

**3. Warrant Review: October 25, 7-9 p.m.**

Otto had contacted Aaron Hayden about presenting the Planning Board articles. Peggy said the warrant will be signed on Oct. 15 as hoped, however there may be additional

petition articles that come in late. Larry Kelly is doing a signature petition to reconsider the agreement with UMass about the water. Judy asked how that could be on this meeting. Peggy said the SB could include it on this list or an additional special Town Meeting could be called. Judy said if the rules of TM say articles need to be in 40 days before the start of TM, it doesn't seem appropriate to include them later. Carol said shorter timelines were allowed for Special Town Meetings or a Special, Special Town Meeting scheduled within a Special Town Meeting. She said it might be just 10-14 days lead time, but she's not sure. Harry said Vince is still working on a petition article for South East St. Carol described that the article was about creating a transition district (e.g., village residential) between residential and business districts.

There was a discussion about whether there should be a cut-off for including petition articles at the warrant review. Stephanie thought we should have a policy that included a cutoff date. Otto pointed out that we already have a lengthy zoning presentation with the current articles. He estimated that the zoning articles by themselves could be up to one hour. He feels the schedule is pretty full so unless there's serious objection, he suggested we leave the schedule as it is. Harry said there might be something important two years from now that comes up at the last minute that should be included. Carol proposed that we save time for petition articles to be presented and if they don't get enough signatures, then we could end 10 minutes early. She also said that part of the purpose of the Warrant Review should be to provide the public the most complete and up-to-date information about issues that will come up at TM; therefore it makes sense to include petition articles even up to the day of the warrant review. Judy said maybe the petition articles could just be read at the end. Carol said a zoning article about the same parcel of land (e.g., Vince's article dealing with the South East and College Street area) should be given the same amount of time as the Planning Board to present and that it would make sense to have the two presentations next to each other so the public can compare them easily. Otto said he is willing to do it either way, but pointed out that the nature of the warrant review is just facts, not political. Stephanie thinks because the zoning alternative is fairly simple, Vince shouldn't need a lot of time to explain his position. The philosophy of the Warrant Review in the past wasn't to deal with every single article, just the ones that are complicated. For example, articles such as Larry Kelly's wouldn't even need to be featured. Peggy agreed, citing the last Annual Town Meeting had 40 articles so all could not possibly be discussed. Carol said in order to make the presentation objective, the fair thing to do is to give equal time to parties presenting different proposals about the same parcel of land.

Otto said the Planning Board had 7 minutes per article. Carol suggested that 7 minutes was much more than needed, recommending instead a time limit of 5 minutes as presenters would have at TM. Judy said since we have a committee, we should take that into consideration (implying the subcommittee could decide how long people would present). Judy asked if all articles were going to be covered. Otto said yes. Judy suggested we postpone making a policy. Otto said that was what he suggested. Peggy wondered if we shouldn't meet next Thursday when the content of the Warrant would be known.

Back to the issue of presenters at the Warrant Review, Carol moved that we have presenters speak for 5 minutes rather than 7 minutes. Harry seconded it. Stephanie said she would like the sense of the meeting to be conveyed to the subcommittee that we would like to fit in these additional speakers. Harry asked if that were a friendly amendment. Carol said it was a good idea, but part of her point was that people should be concise in presenting articles and trained to keep to 5 minutes like at TM, plus viewers might lose interest if people talk for 7 minutes. Harry said he would like to leave it to the subcommittee. After more discussion, Carol withdrew her motion and asked Otto if the sense of the meeting could be conveyed to the subcommittee. Harry also withdrew his 'second' to the motion.

**4. Zoning Orientation Meeting: November 1, 7-9pm.**

Carol summarized progress with the zoning orientation. She said the plan was to have the first part of the orientation be an overview of zoning, looking in more detail at the issues in the Zoning Primer, with a town meeting member and a member of the Planning Department; the second part was dealing with process with Aaron Hayden and another Town Meeting member; and the third part was talking about some sample districts with the Town Manager speaking about what businesses are allowed in what districts and someone from the Farm Committee talking about what APR land is, what the Farmland District overlay is and what can be done in those districts. Carol said there was a complication with getting someone from the Planning Department since Chris (who Carol had called to invite to be on the panel had said that Jonathan already had the panel on his calendar with himself presenting. It was decided that these details would be sorted out by the Zoning Orientation subcommittee which met for a few minutes after the TMCC meeting.

**5. Bus Tour:** Harry said Mary Wentworth agreed to Sat. Oct. 27 for the bus tour. Harry said he had lined up an ACTV camera, but needed someone to run the camera. We discussed the time for the bus tour. Peggy suggested 2-4pm. Stephanie said it might be dark then with daylight savings time. She suggested, and TMCC decided on 1 – 3 p.m. for the bus tour. Harry will convey this to Mary. Carol questioned whether it was problematic to have the bus tour on Saturday because that was a Jewish religious day. The consensus was that since the bus tour had always been held on a Saturday, it would remain on Saturday.

**6. Packet of materials for TM members:**

There was a discussion about what was needed aside from announcements of the three events. Stephanie passed out a flyer that had been used before entitled "We want more info. and we want it sooner!" It was agreed that this would go in first the packet along with the announcement of the three TMMC events, the Warrant Review, the Bus Tour and the Zoning Orientation. We discussed Judy's flyer about what people can do to make TM shorter. It was decided the flyer should be run by Harrison before it goes out, particularly since it would include his contact information. Carol asked if the language on point two of that flyer could be changed to make it clear that we're not requiring all map be included showing where all the locations related to zoning articles and other articles. Carol suggested it be like a bus tour map. Peggy suggested we put it on the

website but she wondered if this might deflate the interest in the bus tour. It was pointed out that the article numbers wouldn't be ready in time to put on a map in time for the first mailing. Harry will check with Mary to see if she would be willing to do a map and have it ready for the second mailing deadline on Oct. 22. Carol suggested the map could be part of the flyer for the bus tour. Peggy said last time Mary did two pages for the bus tour with little maps of areas.

7. **Town Website:** Stephanie has been reworking the resource list for TMCC on the Town Web site. She will be talking to Kris about setting up a TMCC page. She doesn't foresee that that would be any problem, especially since it would clear off some of the things from the Town Meeting page.

8. **Babysitting:** Peggy said she did not believe babysitting was feasible for this coming Town Meeting. Carol said she could prepare a proposal after putting together Frank Gatti's email and the link to the TM article on babysitting that was passed a couple of years ago. Carol proposed putting babysitting on the next agenda for a timed agenda item of 5 minutes. She said she would prepare a proposal for TMCC to consider at the next meeting.

9. Peggy proposed we **change the Oct. 25 TMCC meeting** since the warrant review is that night. The Oct. 25 meeting was changed to Monday, October 22, from 2-4pm. Harry will cancel the Town Manager's visit for Oct. 25 and move him to Oct. 22 at 3pm. An additional meeting is scheduled for Thursday the 18<sup>th</sup> from 1:30pm to 3pm.

It was decided that we would prioritize issues to discuss at the next couple meetings. The sense of the group was that the next meeting would deal with the tasks to be completed for TMCC events before TM: warrant review, bus tour, zoning orientation, and precinct meetings. Carol asked for babysitting to be on the agenda just for 5 minutes.

10. **Precinct Meetings:** Carol volunteered to recruit TM members to host precinct meetings. Carol proposed any time between Oct. 25 and Nov. 5 for precinct meetings. Peggy said the precinct meeting she went to only had 2 people. Carol will get precinct meetings lined up. It was suggested that perhaps Marcie Sclove could help work on precinct meetings. Stephanie said that if TMCC was not able to arrange precinct meetings in every precinct, we should do as was done last year to encourage precincts to hold their own meetings as opposed to having them occur under the auspices of TMCC. She said TMCC should do all precincts or none.

Judy moved and Stephanie seconded, that we adjourn the meeting. This motion was passed (unanimously) and the meeting adjourned at 5:57pm.

Carol Gray, Secretary